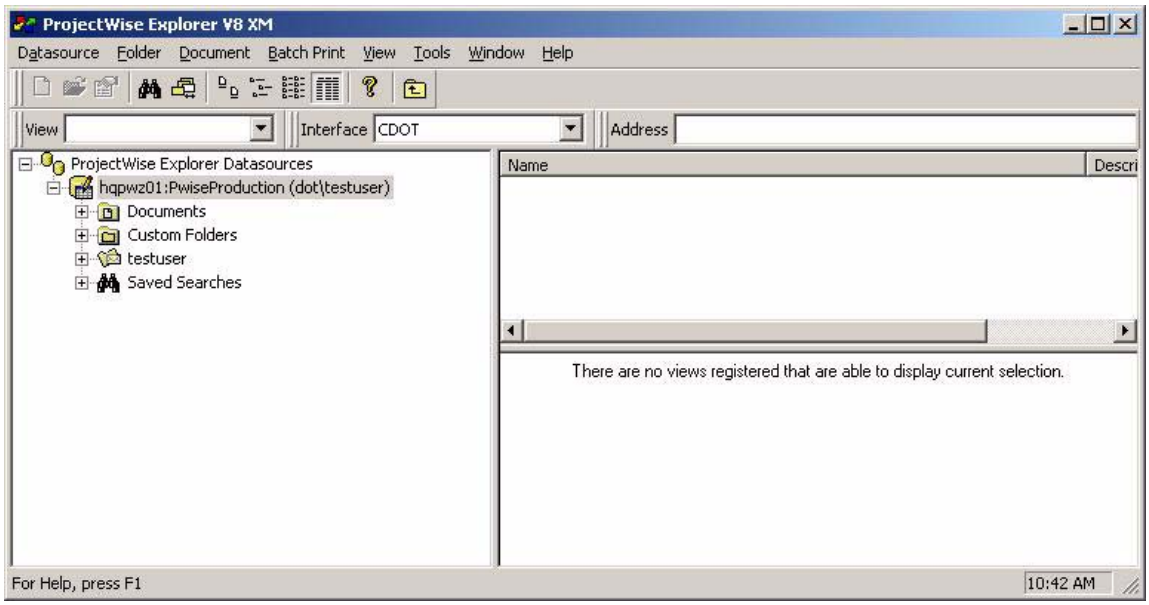
Chapter 2 - Accessing ProjectWise

ProjectWise provides a secure environment to work in therefore you will need to login when you wish to use documents stored in ProjectWise. Since ProjectWise at CDOT is integrated with other software such as Microsoft Word and Excel, there are a couple of ways that you might log into the secure ProjectWise environment; they consist of logging into ProjectWise directly and through the integrated software login. the integrated software login is used to access ProjectWise the the file pull down menus fo MicroStation, InRoads, or any of the Microsoft Office applications.

Note: When ProjectWise is integrated with any software application a ProjectWise login dialog box will appear when opening or saving files. If the file should not be stored in ProjectWise click the Cancel button and the regular Open/Save dialog associated with the application will appear allowing the file to be stored outside the ProjectWise environment.

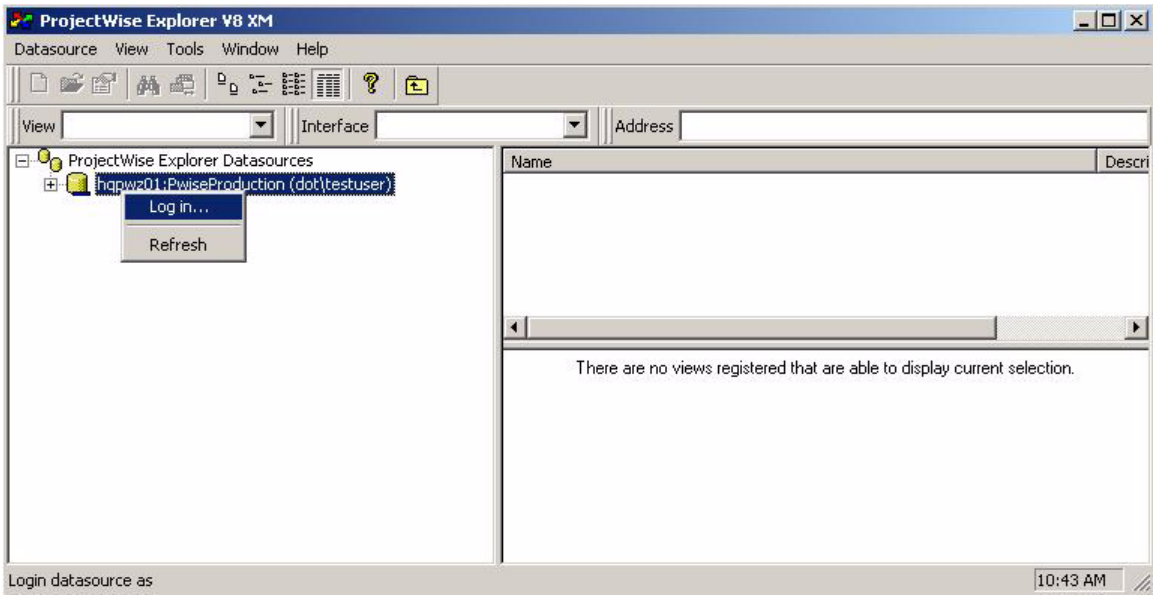
ProjectWise Login

If you do not have a CDOT user account then you need to get a user account or you will not have access to ProjectWise. If you have a CDOT computer user account ProjectWise uses your CDOT user account information to automatically log you into ProjectWise. The following is the ProjectWise Explorer showing that user dot\testuser is logged into the PwiseProduction datasource.



The Datasource is where ProjectWise saves data to and retrieves data from. The Datasource you are logged into is indicated by the icon. Other Datasources which you are not logged into are indicated by the icon.

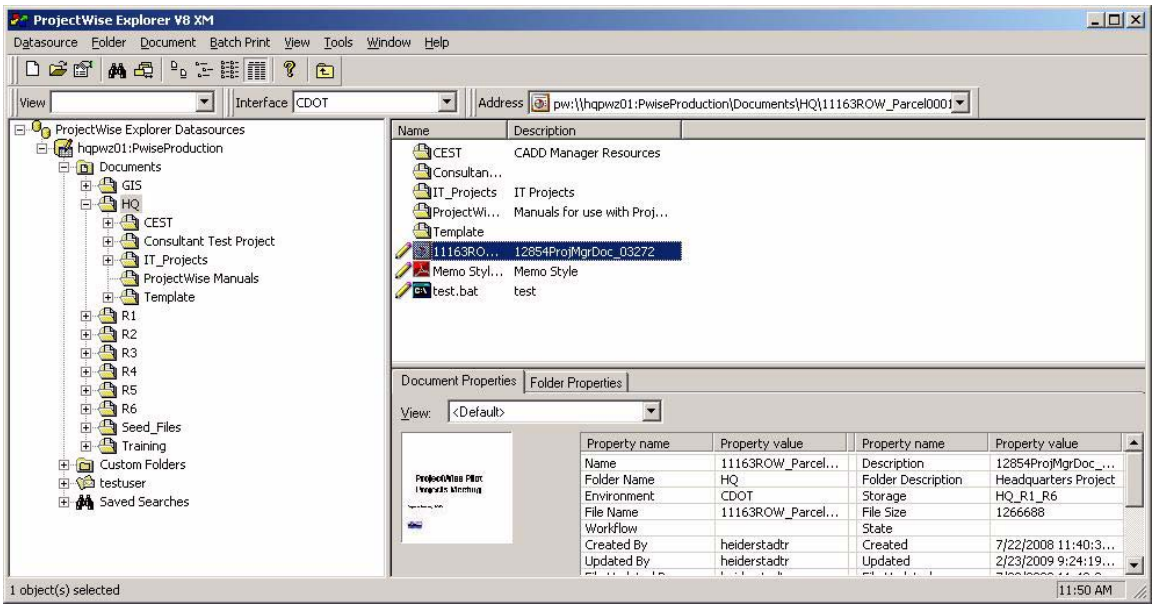
If you are not logged into any Datasource, click on the Datasource you want to use, then click on the Datasource menu, and click on Login, or you can right click on the Datasource and click on Login. The following is an example.



You may also login to a ProjectWise Datasource by double clicking on the Datasource.

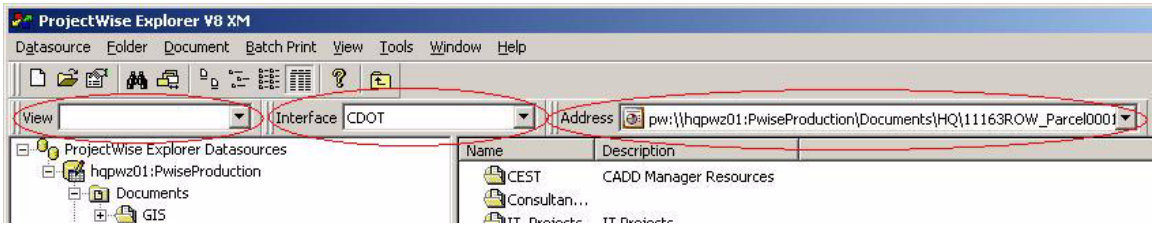
ProjectWise Explorer

When you launch ProjectWise, the ProjectWise Explorer is displayed. The ProjectWise Explorer is similar to Windows Explorer in appearance and function. The ProjectWise Explorer displays the folders and documents (files) contained in the Datasource you logged into.



On the left are the folders in the Datasource you logged into. On the upper right are the documents in the selected folder. On the lower right are the properties of the selected folder. In this example, the Datasource is "PwiseProduction", the selected folder is "HQ", the only document in the folder is "11163ROID.ppt", and the lower right has some of the properties of the document.

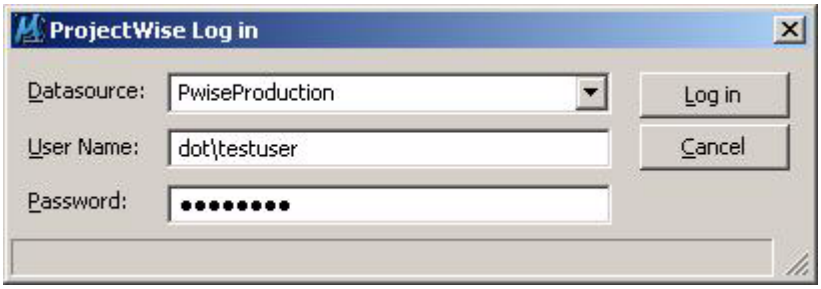
Three parts of the ProjectWise Explorer are worth noting. The Interface pull-down, the View pull-down, and the most recently used pull-down.



The Interface pull-down controls how ProjectWise information is displayed. The View controls the columns in the document list. The most recently used pull-down keeps track of the folders and documents that you used recently.

Integrated Software Login

If you use MicroStation, InRoads or other integrated software outside of ProjectWise, you will have to login to ProjectWise if you want to use any of the files in a ProjectWise Datasource. Once you start MicroStation or InRoads, the following login window is displayed.



The ***Datasource*** field indicates where ProjectWise will go to get and store data. The standard Datasource at CDOT is PwiseProduction. Your ***User Name*** is your CDOT user account name preceded by "dot\". The ***Password*** is the password you use to login to the CDOT network.

If you want to work on files that are not in a ProjectWise Datasource click on the cancel button to access files from windows explorer.

When working in other integrated applications such as Microsoft Word or Excel, the ProjectWise Log in window is displayed when you use **File > Open**, or **File > Save As** for the first time.